

IN THE IOWA DISTRICT COURT FOR THE FIFTH JUDICIAL DISTRICT

IN RE THE DESIGNATION BY THE
CHIEF JUDGE TO EXCEPT CERTAIN
FILERS FROM THE ELECTRONIC
DOCUMENT MANAGEMENT SYSTEM
(EDMS) PURSUANT TO IOWA RULE
OF COURT 16.302(2) FOR ALL
ELECTION DISTRICT 5A AND 5B
CLERK OF COURT OFFICES

ADMINISTRATIVE ORDER 2013 - 42

WHEREAS the Electronic Document Management System (EDMS) governed by Chapter 16 of the Iowa Rules of Court will begin implementation in Guthrie, Madison and Dallas Counties of Judicial Election District 5A beginning Tuesday, August 20, 2013; and the remaining Judicial Election District 5A and 5B Counties will implement EDMS in calendar year 2014; it is therefore appropriate to set out rules of designation by the Chief Judge for Exceptions to electronic filing in accordance with Iowa Court Rule 16.302(2), which provides:

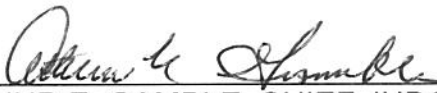
***Exceptions.** For good cause, the court, or clerk if no judge is available, may authorize a filer to submit a document by nonelectronic means to the clerk for filing. Upon a showing of exceptional circumstances that it is not feasible for a party to file documents by electronic means, the chief judge of the district in which a case is pending or the chief judge's designee may excuse the party from registering to participate in the electronic filing system for purposes of that case.*

NOW, THEREFORE, IT IS HEREBY ORDERED that due to other judicial duties, a judge will not be available to authorize individual filers to submit a document to the clerk of court by non-electronic means except when the document is pro-offered in court during proceedings. For good cause shown, the Clerks of Court for all Judicial Election District 5A and 5B Counties and their designees may authorize a filer to submit a document by nonelectronic means.

IT IS FURTHER ORDERED that the each Clerk of Court for all Judicial Election District 5A and 5B Counties and their specified designees (see attached form) are hereby designated by the Chief Judge of the Fifth Judicial District to consider requests by a party to be excused from registering to participate in the EDMS system on a case by

case basis. A party requesting an exception must show exceptional circumstances that it is not feasible for that party to file documents by electronic means in the current case. In situations where such feasibility or determination of exceptional circumstances is not readily apparent, the Clerk of Court or designee shall consult with the Chief Judge or District Court Administrator.

DATED this 7th day of August, 2013


ARTHUR E. GAMBLE, CHIEF JUDGE
FIFTH JUDICIAL DISTRICT OF IOWA

Cc: All Fifth Judicial District Election District 5A and 5B District Clerks of Court and Staff
Elizabeth Baldwin, District Court Administrator
Anne Sheeley and Billie Ramey, Assistant DCA's
All Fifth Judicial District District Court Judges
All Fifth Judicial District District Associate Court Judges
All Election District 5A and 5B County Magistrates
All Fifth District Court Reporters
All Fifth District Case Coordinators
All Fifth District Law Clerks
Justice David Wiggins, Supreme Court Liaison to the Fifth Judicial District
David Boyd, State Court Administrator
Ken Bosier, Information Technology Director, Iowa Judicial Branch
Karen Zeutenhorst, ICIS Staff
Brian Glass, ICIS Staff
Diana Swanson, ICIS Staff
Jonathan Walker, ICIS Staff
Laura Hayes, ICIS Staff
Brandi Gravett, ICIS Trainer

FILED
CLERK DISTRICT COURT
13 AUG -7 PM 1:45
CLERK COUNTY, IA.

ADMINISTRATIVE ORDER 2013 – 42 EDMS DESIGNATION FORM

County: _____

I, _____, Clerk of Court, do hereby designate the following staff members in my office to serve as my official designee(s) for purposes of authorizing a court filer to submit a single document by nonelectronic means for good cause shown, or to be exempted from filing electronically on a case by case basis due to a showing of exceptional circumstances:

Such designation shall cease for individual staff members listed above upon retirement or other separation or transfer from employment as a Judicial Clerk or Trial Court Supervisor in the above named county.

Dated: _____

Signed: _____
Clerk of the District Court

Original to be maintained in the respective county;
Copy to District Court Administration